

## Appendix 1

### Instructions for Completing the [SF-1034](#)

#### *Public Voucher for Purchases and Services*

#### *Other Than Personal*

1. Reimbursement for up to 50 percent of the cost of professional liability insurance or \$500, whichever is the lower amount, can be reimbursed if approved by the employee's Institute or Center (IC).
2. The SF-1034 requires the IC purchasing official to assign a "voucher number" (e.g., CC01 or NCI0001, etc.). This number is used for tracking purposes and should be unique for each voucher.
3. All employees receiving reimbursements should be entered into the Administrative Database (ADB) system through the EIN screen and have direct deposit or complete the SF-3881 (ACH form) to receive reimbursement.
4. A copy of the insurance bill, indicating that it is for professional liability insurance, must be attached to this form.
5. A paid receipt must also be attached for reimbursement. If a canceled check is used as a paid receipt, a copy of both sides of the canceled check must be attached.
- 6. OFM will accept a signed receipt (from the insurance company) which indicates that the insurance was paid in full, in lieu of a canceled check or credit card statement/receipt.**
7. Completed forms should be sent to OFM, Building 31, Room B1B-39 for payment by electronic means.
8. In addition to the payment official signing the form authorizing reimbursement, the certifying official must also sign the form as a means of keeping a record that the employee was determined to be eligible for reimbursement.
9. Any questions concerning the process of reimbursements should be addressed to OFM.